



Wes Moore, Governor · Aruna Miller, Lt. Governor · Atif Chaudhry, Secretary

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**Office of Procurement & Logistics**

**Pre-Bid Meeting Date: August 1, 2024 at 10:30 AM**

**Procurement Officer's Summary**

**PROJECT NUMBER:** SM-850-230-002

**PROJECT DESCRIPTION:** Renovation of Farthing's Bathrooms at Historic St. Mary's Commission

**PROCUREMENT SOURCE SELECTION:** **Competitive Sealed Bids** COMAR 21.05.02  
(Contract award to Responsive and Responsible Bidder who submits the Lowest Bid Price).

**PROJECT COST CLASSIFICATION:** "B" (\$100,000 to \$500,000)

**BID DUE DATE:** August 15, 2024 at 2:00 PM

**CALENDAR DAYS TO COMPLETE THE PROJECT:** 120

**LIQUIDATED DAMAGES:** \$350 per Day

**PROCUREMENT OFFICER:** Marsha Rowe [Marsha.Rowe1@maryland.gov](mailto:Marsha.Rowe1@maryland.gov)

**DGS PROJECT MANAGER:** KariLynn Dunmeyer

**SMALL BUSINESS RESERVE (SBR) PROCUREMENT:**

This solicitation has been designated as "SBR," an award can only be made to a certified SBR vendor. Certification is an online process through the vendor registration on the state's eProcurement platform - eMaryland Marketplace Advantage (eMMA).

**MINORITY BUSINESS ENTERPRISE:**

The MBE subcontracting participation goal for this solicitation is: 15%

The MBE participation shall be a percentage of the TOTAL CONTRACT VALUE.

If the bidder fails to accurately complete and submit MBE Attachment D-1A with the bid, the procurement officer shall deem the bid non-responsive and reject the bid.

Refer to the "Minority Business Enterprise Utilization Procedures – February 5, 2021" for further information.

**VETERAN-OWNED SMALL BUSINESS ENTERPRISE:**

The VSBE subcontracting participation goal for this Solicitation is: 0%

The VSBE participation shall be a percentage of the TOTAL CONTRACT VALUE.

Please review all VSBE information carefully. Refer to “Attachment E – Veteran-owned Small Business Enterprise” for further information.

**eMarylandMarketplaceAdvantage (eMMA):** <https://emma.maryland.gov>

This project solicitation is being performed using the State’s eMarylandMarketplaceAdvantage (eMMA) on-line electronic bidding program. Bids for this project will be accepted solely through the use of eMMA.

**eMMA Electronic Bid Form:** For this solicitation, the Pricing contains 1 line items – Base Bid, Bidders are to submit a bid for ALL LINES.  
Paper bids will not be accepted.

#### **ATTACHMENTS:**

ALL forms required to be submitted with the bid must be attached to the eMMA bid response.

**NOTE:** For this solicitation, the following forms **MUST** be submitted with the bid.

- **Completed Bid Bond Form** (if bid is over \$100,000) – submit in accordance Item 5 in the Instructions to Bidders for Construction Projects.
- **MBE Attachment D-1A** – submit in accordance with Minority Business Enterprise Attachment D – February 5, 2021.
- **VSBE Attachment E-1, E-1A, & E-1B** – submit in accordance with Attachment E – Veteran-owned Small Business Enterprise – September 1, 2022.
- **Bid/Proposal Affidavit** – submit in accordance with Item 2.B(6) in the Instructions to Bidders for Construction Projects.
- **Payment of Employee Health Care Expenses Certification** – submit in accordance with State Finance & Procurement Article Title 17, Subtitle 8.
- **Corporate Diversity Addendum** – (if bid is over \$1,000,000) submit in accordance with Corporate Diversity Addendum – August 12, 2022.
- **Attachment P** – Prime Contractor List of ALL Subcontractors Anticipated/Used During Contract

The apparent low bidder will be required to submit the original bid bond within 72 hours of notification from procurement officer.

#### **MARYLAND GREEN PURCHASING:**

**The State of Maryland is committed to purchasing environmentally preferable products and services (EPPs).** Maryland’s State Finance & Procurement Article §14-410 defines environmentally preferable purchasing as “the procurement or acquisition of goods and services that have a lesser or reduced effect on human health and the environment when compared with competing goods or services that serve the same purpose.” Accordingly, Bidders/Offerors are strongly encouraged to offer EPPs to fulfill this contract, to the greatest extent practicable.

**The State of Maryland requires, at a minimum, from the Contractor annual sales data over the life of this contract; the State also reserves the right to request quarterly sales data over the life of this contract.** The report shall include, at a minimum, details about the third-party sustainability certifications and other environmental attributes of products and services sold on this price agreement per the contract specifications. To facilitate consistent reporting on this contract, the Contractor will be provided with a CONTRACTOR GREEN SALES REPORT

template from the Green Purchasing Committee (GPC), the Office of State Procurement (OSP) or the Department of General Services (DGS).

Statutes & Regulations

[Code of Maryland Regulations 21.11.07.09](#)

[Plumbing Specification](#)

[Lighting Specification](#)

**ELECTRONIC TRANSACTION FEE:**

- a. For projects with Project Classifications valued at \$5,000,000.00 and below, a Contractor shall pay an electronic transaction fee to the State equal to one percent (1%) of the amount paid to the Contractor by the State for accepted work. The electronic transaction fee shall not be charged directly to the customer, e.g., as a separate line item, fee or surcharge, but shall be included in the price listed in the Contractor's Project Quotation.
- b. Within forty-five (45) days of receiving payment from the State for accepted work, the Contractor shall submit the electronic transaction fee to the Office of State Procurement: Fiscal Services Division, 301 W. Preston Street, Room 1309 Baltimore, MD, 21201.
- c. Failure to remit transaction fees in a timely manner or remittance of fees inconsistent with the Contract's requirements may result in the State exercising all recourse available under the contract including, but not limited to, a third-party analysis of all Contract activity, deeming the Contractor in default of the Contract, and Contract termination.
- d. Prior to the award of a PO Agreement, the Contractor will be asked to confirm in writing that the price included in its Project Quotation includes the one percent (1%) electronic transaction fee

**PREVAILING WAGE RATES:**

Prevailing wage rates apply to all contracts in the amount of \$250,000 or more. Wage rates applicable to projects of \$250,000 or more are attached to the specifications.

**INSURANCE REQUIREMENT:**

The base bid shall include without limitation, labor, materials, bailing, shoring, removal, overhead, profit, insurance (including builder's risk insurance, if applicable) etc.

NOTE: Refer to the General Conditions for Construction Projects, 10.01: Insurance Requirements.

**QUESTIONS DEADLINE:**

The deadline for Questions has been established as: August 8, 2024 at 2:00 p.m.

All Questions must be submitted, in writing, to the Procurement Officer.